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ABSTRACT

A Winter Weekend experiential learning seminar was organized in 1980 by 13 graduate assistants at the Northern Illinois University Taft Campus, for college outdoor education students to learn winter activities (sleigh rides, cross-country skiing, snow shoeing and snow shoe making, winter animal track and habitat identification, igloo building, birding, pioneer and winter crafts, snow experiments, camping and survival) to use with school children; to learn or improve each individual's winter recreational skills; to share ideas and experiences with other teachers; and to have fun in celebration of winter with other adults with similar interests. This booklet of ideas and organizational methods was compiled after the weekend, to serve as a planning guide for others who wish to organize successful educational weekends. The material is presented in five phases: (1) a brief outline listing the planning and organizational procedures of the 1980 Winter Weekend; (2) a detailed discussion of the Phase I outline, including suggestions for improvement; (3) a modified detailed outline for planning and organizing future winter weekends; (4) samples of schedules, registration materials, letters, checklists, evaluation forms, etc. used for the 1980 Winter Weekend; and (5) an annotated bibliography of resource people, books, articles and audio-visual materials. (NEC)

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NORTHERN ILLINOIS UNIVERSITY
AT TAFT CAMPUS, OREGON, ILLINOIS

RC 01 2860

TAFT CAMPUS OCCASIONAL PAPER NO. 34

INDEPENDENT STUDY:
A PLANNING BOOKLET FOR AN EDUCATIONAL WEEKEND
EMPHASIS: WINTER WEEKEND

Deborah Lee Landis

[1980]

Introduction:

This is a planning booklet for an education weekend at Taft Campus. The booklet is a result of the 1980 Winter Weekend. The weekend was a project of the graduate assistants:

Joanne Barwise	Deb Landis	Deb Willis (chairperson)
Tim Brinker	Mary Outlaw	
Jeff Cragg	Bill Quinn	Ramona Curtis (faculty advisor)
Libby Gurley	Steve Selin	
Shelley Herbert	Stan Treadway	
Sally Kendrick	Linda Werthwein	

The booklet is organized in five phases:

I. A brief outline listing the planning and organizational procedures of the 1980 Winter Weekend.

II. A detailed discussion of the outline in Phase I. The discussion includes suggestions for improvement, which are based on comments from the G.A.s.

III. This phase is a modified detailed outline for planning and organizing future winter weekends. This outline is based on the discussion of Phase II.

IV. Includes schedules, registration materials, winter activities, etc. Hopefully these concrete materials will be helpful in future planning.

V. An annotated bibliography, which includes names of people, books, articles, a.v. materials, etc. Any of these resources could be very helpful.

The purpose of this booklet isn't to give you all the answers in planning a winter weekend. It gives the reader a look at how we organized the weekend, and ideas as to how future G.A.s can organize a successful educational weekend.

The ideas and organizational methods presented are not merely limited to "Winter Weekends". They can very easily be adapted to a "Fall Festival." "Spring S[illegible]ee" or any other educational weekend of this sort.

Phase I: A brief outline, listing the planning and organizational procedures of the 1980 Winter Weekend.

To all GA's:

A few weeks have gone by since the Winter Weekend. Hopefully by now you have had time to sort your feelings and reactions about the weekend.

For my independent study, I am developing a Winter Weekend Planning Booklet for future GA's. I plan to compile your comments, suggestions, and reactions and use them to modify the Winter Weekend planning procedures for the future.

Below is a rough outline of the 1980 Winter Weekend planning and organizing procedures.

Please comment in the space allotted after each section. Be specific as possible. At the end, there is space for a personal reaction to the weekend. Feel free to elaborate here so I can clearly relay the honest feelings of the GA's in the planning booklet.

Return to me by Monday, Feb. 25.

Thank you,

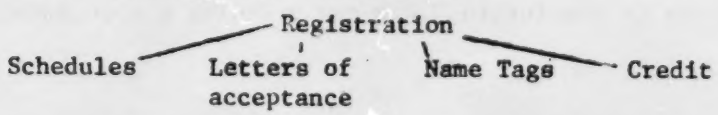
Deb Landis

1. Initial Planning Meetings - Sept.-Dec.

   A. Discussed Following:
      1. What is a winter weekend?
      2. Do we want to have one?
      3. Objectives
      4. Possible ideas for sessions
      5. Tentative date/cut off number
      6. Tentative schedule/tentative teaching assign

   B. Researched Feasibility of Weekend:
      1. Checking interest levels; article for TAFT Newsletter
      2. Checking costs; for example skis
      3. Inquiring about resource people
      4. Approach faculty for consent and approval

   C. Winter Weekend Planning Committee:
      1. Appointed Chairperson
      2. Broad organizational responsibilities assigned
      3. Information gathered reported periodically
      4. Committee members with responsibilities such as: registration, broke it down to specific tasks, which involved other GA's and faculty not on committee;



2. Finalization on Winter Weekend Organization - Jan.

1. Meetings included all GA's
2. Finalized planning and organizational responsibilities
3. Worked on alternate schedule
4. Discussed Budget
5. Legistic schedule for weekend
6. Evaluation form developed
7. Finalized teaching responsibilities
8. Finalized responsibilities of civil service people

3. Organization During Winter Weekend

1. Specific legistic responsibilities carried out
2. Registration of participants upon arrival
3. Chairperson free of teaching responsibilities to allow for complete overview in case of problems.
4. Formal evaluation after brunch on Sunday

Your Personal Reaction -

Phase II: A detailed discussion of the outline in Phase I. The discussion including suggestions for improvement which are based on the comments from the G.A.s.

Phase II.

In this section there will be an indepth clarification of each of the three categories in the outline from Phase I. Based on G.A. evaluation, I will modify and or rearrange some of the steps so that your winter weekend will flow together smoothly.

1. Initial Planning Meetings; Sept.-Dec.

A.) Discussion:

It is very important that at this first stage an informal, general discussion be held. The group should define winter weekend and then determine if they want to have one. If so, is there anyone who does not want to be involved? We feel that no one should be forced to work with the weekend if that person doesn't want to. Once the group has decided they want to put on a winter weekend, your objectives should be established. They should be general yet concrete enough to develop a highly qualitative, activity oriented winter weekend around them.

The 1980 Winter Weekend Objectives:

1. To learn winter activities in the out of doors to use with school children.
2. To learn or improve each individual's winter recreational skills.
3. To share ideas and experiences with other teachers.
4. To have fun in celebration of winter with other adults with similar interests.

Also in your initial discussion you should set a tentative date and cut off number. A good idea might be to start with a high number like 115 and allow for cancellations. Once the cut off number is set, stick with it.

At this point you might want to start working up a tentative schedule, including possible teaching sessions and social activities. Work on a snow plan and an alternative plan. We strongly suggest that the alternative plan be worked out from the beginning. We didn't have our alternative plan worked out until one week before the winter weekend. You can imagine how confusing that was!

B.) Researching Feasibility of the Weekend:

1. A flyer in the October Newsletter, include a "request for information form" here. When people return this it can be used as a mailing criteria. The Newsletter is a good source, since it is well circulated in the outdoor education field.

2. Depending upon your schedule you might need to call upon resource people. For example; We used a student from NIU who had an expertise in preserving snowflakes. In total we ended up with six resource people. For their service we provided them with free room and board and participation in the winter weekend.

3. It is a good idea to approach faculty. I am sure that they will give you their full support, but it is good to let them know what you are doing and when you plan to do it. Also ask faculty if it's possible to offer credit with the winter weekend. What steps are necessary to offer credit? You might want to call upon a faculty member to act as a G.A. advisor in planning the winter weekend. Knowing the "ins" and "outs" of Taft better than the G.A.s, the advisor might prove to be very beneficial.

Ramona Curtis, (instructor) helped us in more ways than I can list. She always seemed to be a step ahead of our thinking with helpful suggestions and ideas.

C.) Winter Weekend Planning Committee:

Upon deciding on a committee, reference should be made to those people who are strongly committed to the weekend but now willing to be on the committee. These people may prove to be helpful in various tasks which the committee identifies.

The first thing that the committee should do is decide on a chairperson(s). This person has full responsibility of organizing the committee in such a manner that all organizational procedures are accomplished and the winter weekend runs smoothly.

Once the chairperson is decided upon, the committee should determine broad organizational responsibilities.

1980 W.W. Planning Committee used the following:

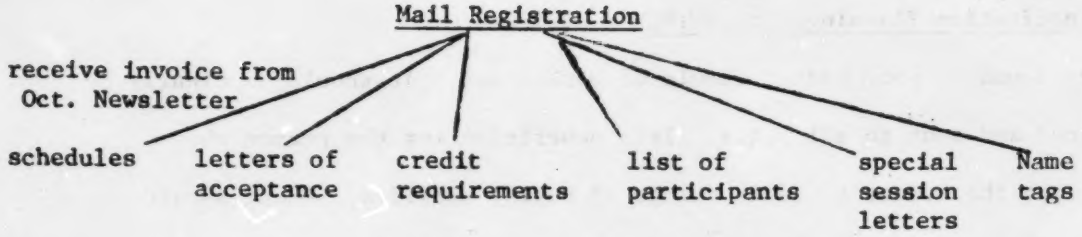
publicity
registration
equipment
housing/food service/maintenance requests
organization and scheduling
publications
media room
budget evaluation

For most of the responsibilities we assigned one person. Some were assigned two people. We suggest that if two people are to be assigned to one responsibility, then one of these people should assume the main role and the other assist. This is particularly true for registration. Once person should be in charge of the "books" and the other people involved should help that person with specific related tasks as they develop.

Another question that the committee will want to ask here is. . .Do we want to serve as a steering committee for each responsibility? Which would mean that we define the specific parts and then seek help from other G.A.s for some of the tasks, or. . .Do we as a planning committee want to organize and plan the entire winter weekend? It's probably a good idea to involve as many G.A.s as possible. We suggest that you as a committee do most of the work, but also allow those G.A.s who are not on the committee yet strongly infavor of the weekend, to help out where needed.

After the broad organizational responsibilities are assigned. The chairperson should meet with the people on each of the responsibilities. Collectively they should decide on the specific tasks for each responsibility and how they will go about accomplishing those tasks.

For example, mail registration can be broken down in this manner:



These are some of the specific tasks involved with registration. So as you can see, it is a good idea to have one person in charge, to make sure all tasks are completed.

After you have your task layout, determine the order in which they should be completed, who will take care of each task and how it will be completed.

The planning committee should meet periodically to report on progress, snags, etc. These meetings are essential so that all committee members can maintain a clear focus of the plannings. Any problems that might develop can be alleviated at the meetings. Also it is a good idea to send a memo to all G.A.s, filling them in on the planning procedures and winter weekend schedule as it is finalized. Here too if help is needed on the committee for some particular task it can be publicized with a memo.

Another big responsibility of the planning committee, is to finalize both snow and alternative schedule by Nov. 1. Teaching assignments should be decided upon shortly there after so people have ample time to research their topics and prepare lessons.

We suggest that you make your cut off date before you leave for Christmas Vacation in December. This will prevent a pile up of mailings when you return in Jan. Other items you will have to consider are. . .Will you require a deposit from participants? We recommend that you do require a deposit of $10.00. Full payment accepted at the winter weekend. Will there be a date set when all cancellations beyond this date will loose their deposit? Probably a good idea. It would make your final planning a lot easier.

2. Finalization Planning; Jan.-W.W.

By January, your budget should be worked out. It should be clearly explained and sent to all G.A.s. It's beneficial for the person who worked out the budget to be in charge of buying supplies. There should be one person buying supplies and keeping track of the amount she is spending.

Meetings in January should involve all G.A.s who are working with the weekend. A new list of last minute preparations should be developed, for example; setting up classrooms
setting up registration
logistics schedule
final count to kitchen and finalization of menu
buildings which will be used, to maintenance
finalize teaching plans
etc...

If you are working with resource people make sure they know exactly what is expected of them, so they know what's going on. If a reporter from NIU and or local papers is planning to cover the event, also make sure that they know where, when to come and who to meet.

In referring to logistics this can range from setting tables to signing out equipment. It is very important that all G.A.s know their logistic responsibility so the weekend will run smoothly. Make sure all G.A.s have a copy of the working schedule. This schedule should cover when and where they are teaching and their logistic responsibility.

Some G.A.s suggest that participants should have the responsibility of table setting. They feel that it is merely something else for G.A.s to do. You might want to look at this one closely. Sure it's easier to assign G.A.s to set tables. . .but on the other hand, it is one more responsibility!

Another factor that will help the last minute preparations run smoothly is if the G.A.s who are involved with the weekend are not working with a group directly prior to the weekend. This time will allow for intelligent preparation without a lot of stress.

3. Organization During Winter Weekend.

As people start arriving it would probably be a good idea to have a few "welcoming G.A.s" in the parking lot to help people with parking. (To make more space we moved all G.A. vehicles to parking area aside of Heckman). Have signs posted which lead to the registration building, also the "welcoming G.A.s" could hand out maps of the campus.

Registration:

We recommend the basement of Heckman, it's conveniently located and large. Three tables should be a sufficient set up.

On the first table, two people could be working with schedules and room assignments. All participants should receive their schedules. Make changes only if conflicts or cancellations. Schedule changes should be posted. A master schedule should be posted in the dining hall. Locations for night activities should be posted. Also the schedule for sharables should be posted. In assigning room assignments, we suggest that you do not allow for private rooms for married couples. For us this dilemna seemed to cause more frustration than it was worth. If the rooms are assigned on a first come, first served basis, making sure same sex rooms have connecting showers, then your problems should be very minimal, if any.

The 2nd table should handle money and credit. After participants check their schedules and receive a room assignment they should pay the balance of their bill and immediately receive a receipt. In dealing with credit, if you can have Alice present or someone who fully understands all the credit forms, it would be very beneficial. If a person is taking the weekend for credit it is essential that he fills out the right form in the correct manner. If this isn't completed properly it could confuse matters later. Another good idea is to have a list of credit requirements available, even though these participants should have received this information in the mail, there will be a few who haven't received the material or who have misplaced it.

The third table could have winter weekend buttons for each participant. Remember buttons for faculty and resource people also.

Once your evening activities start and most of the Participants have arrived, you could close registration and then open it up in the evening for late arrivals.

Now that the winter weekend has begun, the chairperson should have the responsibility of confronting any problems or organizational snags. She should be the overseer of the program. All G.A.s should know where the chairperson can be located in case of emergency. We suggest that one person, preferrably the chairperson, make all necessary announcements to the entire group in the course of the weekend. This creates a more organized atmosphere.

A formal evaluation session should be held directly after brunch on Sunday. The G.A. who devised the evaluation sheet, should explain it to all participants. G.A.s should try not to mingle with participants at this point, for this might prohibit valid reactions to the weekend.

4. Follow-up of the Winter Weekend.

Immediately following the winter weekend, the G.A.s should share reactions, feelings, high points, low points, etc., about the weekend. Later on each G.A. who was involved, should present in writing an evaluation of the weekend. This written evaluation should be assessed and used for improvement in planning future winter weekends.

Thank-you notes should be sent out to all people who have helped in any phase of the weekend.

5. Miscellaneous Winter Weekend Planning Thoughts.

A. Although this is a "G.A. Project," we feel it is important for the planning committee to invite the faculty to the weekend. We went to the extent of inviting faculty to participate if they so desired. Malcolm Swan presented a session in night astronomy. The chances of the faculty participating in the weekend, are slim, but if they know they are welcome, many of the faculty will be supportive. They might come and enjoy the social aspects of interacting with the participants.

We also invite Dr. Nancy Vedral, who is the curriculum and instruction chairperson at NIU. We feel it is a good idea to keep the main campus in touch with what Taft is doing.

B. Many of the G.A.s and participants from this year felt that the weekend could have been further enriched if participants had the opportunity to bring "sharables." These involve, handouts, slide presentations, etc. They describe some form of Outdoor Education in which the participant is involved. I would like to add here that the "media room," was a strong point of the weekend. Our media room was in Eagle's Nest. The contents included information about the Taft Program, many handouts on winter activities, audio visual materials and an energy simulator. Jan Stilson helped a great deal in putting the materials together. She also worked on Saturday in the media room, giving information and answering questions of the participants.

C. In opening your winter weekend, some G.A.s and participants felt there was a need for either a G.A. or faculty member to briefly introduce Taft, it's program, and basic philosophy of outdoor education. Many participants have been here before and were quite familiar with the program and outdoor education, but on the other hand there were some participants who had little or no previous experience at Taft. This is just another idea for you to contemplate.

Phase III: A modified and detailed outline for planning and organizing future Winter Weekends. The outline is based on the discussion of Phase II.

1. Initial Planning Meetings; Sept.-Mid. Dec.

   A. Discussion

      1. Define winter weekend
      2. Do you want to have one?
      3. Who wants to be involved? How involved?
      4. Determine objectives of weekend
      5. Compile ideas for sessions
      6. Set a tentative date
      7. Set a cut off number
      8. Formulate a tentative snow schedule and alternative schedule
      9. Set tentative teaching assignments
      10. Do you want a faculty advisor?
      11. Decide on planning committee

   B. Research Feasibility of Weekend.

      1. A flyer in the October issue of the Taft Newsletter
      2. Check costs, such as x-country skis
      3. Check on possible resource people
      4. Approach faculty, beneficial if you have their support

   C. Winter Weekend Planning Committee

      1. Decide upon chairperson
      2. Determine broad organizational responsibilities
      3. Assign broad organizational responsibilities
      4. Work up credit requirements with faculty person
      5. Are you a steering committee?/or/handling all responsibilities?
      6. Chairperson meets with people assigned to each responsibility

         a. decide on specific tasks

b. determine how they will be accomplished

c. determine who will accomplish them.

7. Planning committee meets periodically to report on progress, snags, etc.

8. Finalize both snow and alternative schedule by Nov. 1.

9. Finalize teaching assignments by the middle of December.

10. Cut off date for registration, last day before Christmas Vacation

11. Set Jan. cut off date for honoring $10.00 deposit if cancellation

2. Finalization of Winter Weekend Organization; Jan.-W.W.

1. Meetings should include all G.A.s working on winter weekend

2. Budget should be worked out and then reviewed by all G.A.s

3. One person should be in charge of buying supplies

4. Finalize planning and organizational responsibilities;

1. logistic schedule

2. finalization of menu and dining room count

3. inform maintenance of buildings which will be used

4. make sure resource people are well informed

5. G.A.s working with winter weekend should be free of group before weekend

6. All G.A.s should receive a copy of activity and logistic schedule

3. Organization During Winter Weekend.

A. Welcoming G.A.s

1. Post signs leading to registration building

2. Park G.A. cars on road by Heckman

3. Show participants where to park cars

4. Handout maps of campus

B. Registration - Basement of Heckman-3 tables

1. Table 1; Schedules and Room Assignments

   a. participants receive schedule

   b. can change schedule, only in conflict or cancellation

   c. schedule changes posted/sharables listed

   d. location of night activities posted

   e. masted schedule for entire weekend in dining hall posted

   f. make sure same sex rooms have connecting showers

   g. participants sign up for rooms as they arrive

   h. Isn't necessary for married couples to have private rooms

2. Table 2; Money and Credit

   a. both credit and non-credit participants pay balance of bill

   b. participants immediately receive receipt

   c. Alice's presence would be most beneficial

   d. if not, someone who fully understands credit forms

   e. participants fill out credit form that applies to them

   f. list of credit requirements available

3. Table 3; Miscellaneous

   a. a name tag for each participant

   b. name tags for faculty and resource people

   c. other interesting information here?

**Registration can be closed when evening activities begin. Re-open later in evening for late arrivals.

C. Winter Weekend Chairperson

1. Serves as overseer of weekend

2. Makes all necessary announcements

3. Makes certain the weekend runs smoothly

4. Remains in central location in case of emergency

D. Evaluation Session

1. Immediately following Sunday brunch

2. G.A. who developed evaluation form(s) should explain it

3. Written form for all participants

4. Additional form for credit participants

5. G.A.s restrain from interacting with participants at this point

E. Follow-up of Winter Weekend

1. Immediately following winter weekend: G.A.s share reactions, feelings, strong pts., weak pts. etc.

2. Soon after winter weekend all G.A.s submit some form of written evaluation, which can be assessed for future G.A.s

3. Thank-you notes should be sent to all people who helped with winter weekend.

4. Participant evaluations should be assessed for future G.A.s

Appendix:

Phase IV: Includes registration & committee materials and a variety of winter activities, etc. Hopefully this concrete material will be useful in the future.

1. Registration Materials:

Flyer - used in October News Letter as mailing criteria for registration form

Schedule and Registration Form

Credit Requirements

Acceptance Checklist

Alternative Schedule Letter

Participant Enrollment

Evaluation Forms

WINTER WORKSHOP SCHEDULED

The Graduate Assistants of Lorado Taft Field Campus are hosting a winter weekend workshop at Taft Campus February 1, 2, and 3.

The workshop is to provide participants with ideas to enrich the school curriculum as well as an opportunity to improve their own skills.

Some of the proposed activities are:

numerous science-oriented snow experiments, sleepouts, snow shoeing, cross country skiing, orienteering and social events.

CIOE 592 - 1 credit hour $49.00 (includes tuition and all fees)
or non-credit $25.00 Fee

For registration forms clip the following and return. Deadline for final registration is January 1st.

Name: _____

Address: _____

_____

Phone: _____

How Many Forms: _____

What else would you like to see presented?

Mail to: Winter Workshop
Lorado Taft Field Campus
Box 299
Oregon, IL 61061

Please Circle the Letter Of The Sessions You Would Like to Participate In.

Friday Night, February 1

5:00-7:00 Registration in the lounge at Heckman dorm.

7:00-8:30 Registration
- a. Snow Shoe Hike
- b. Night Ski
- c. Taft Tour

8:30-9:00 Munch and Mingle

9:00-11:00 Polka Party with live music in the dining hall. With a-one-and-a-two!!

Saturday Morning, February 2

Please choose one from the 8:45-12:00 session or one from the 8:45-10:15 session and one from the 10:30-12:00 session. Sleigh rides are a. 9-10, b. 10-11, c. 11-12

8:45-12:00
- d. Introduction to cross-country skiing.
- e. Ski orienteering
- f. Animals in Winter

8:45-10:15
- g. Snow experiments #1
- h. Pioneer Crafts
  - Wool Spinning
  - Candle Dipping
- i. Winter Survival
- j. Birding
- k. Igloo Building

10:30-12:00
- l. Snow experiments #2
- m. Birding
- n. Introductory snow shoeing
- o. Igloo building
- p. Pioneer Crafts
  - Soap Making
  - Quilting

12:30 LUNCH

Saturday Afternoon

Sleigh rides: a. 1-2, b. 2-3, c. 3-4

1:15-8:30 a.m. Saturday until Sunday
- d. Winter Camping, Survival Skills and Overnight Camp-out.

1:15-4:30
- e. Make Your Own Snowshoes
- f. Orienteering on Snowshoes
- g. Introductory cross-country skiing.
- h. Intermediate cross-country skiing.

1:15-2:45
- i. Winter Arts & Crafts
- j. Igloo Construction
- k. Snow Experiments #3
- l. Pioneer Crafts
  - Candle Dipping
  - Corn Husk Dolls

3-4:30
- m. Igloo Construction
- n. Snow Experiments #4
- o. Pioneer Crafts
  - Candle Dipping
  - Toy Making

5:30 DINNER

Saturday Night

7:00-8:30
- a. Night Skiing
- b. Winter Astronomy
- c. Night Snowshoe Hike
- d. Winter Arts & Crafts

9:00 SNACK
Film: Follow Me Girls

10:00 CAMPFIRE

Sunday Morning, February 3

7:00-9:00 Coffee, tea, hot chocolate, rolls @ Poley

7:00-8:30
- a. Birding
- b. Ski Tour
- c. Snowshoeing

9:00-11:00
- d. Pioneer Crafts
  - Soap Making
  - Toy Making
  - Corn Husk Dolls
  - Candle Dipping
  - Quilting
- e. Intro. Snowshoeing
- f. Introduction to cross-country skiing
- g. Intermediate cross-country skiing
- h. Birds in Winter
- i. Animals in Winter
- j. Snow Experiment
  - Potpourri
- k. Winter Arts & Crafts

11:00 BRUNCH

Name: _____ Will you be bringing your own cross-country skis? _____

Address: _____ Snow Shoes? _____

_____ What is your shoe size, if you need skis? _____

School District: _____

Phone: _____

Please check appropriate box and enclose check or checks payable to Northern Illinois University. If you are attending for one credit please write out two separate checks, one for room, board, & fees, the other for tuition.

_____ Winter Weekend room, board and fee. $30.00

_____ N.I.U. tuition $24.00

Deadline for Registration is January 1, 1980, applications accepted on a first-come, first served basis. Enrollment limited to 100 participants.

WINTER WEEKEND!

Objectives:

1. To learn winter activities in the out-of-doors to use with school children.
2. To learn or improve each individual's winter recreational skills.
3. To share ideas, & experiences with other teachers.
4. To have fun in celebration of winter with other adults with similar interests.

Fee: $30 for room, board and equipment rental, an additional $24 for those wishing to receive 1 Northern Illinois University credit. For credit (CIOE 592) full participation and a written reaction paper is required.

A warming room will have a roaring fire, hot chocolate, coffee and tea at all times.

A media room will be available in Black Hawk and the Instructional Materials Center will be open for browsing. Jan Stilson, librarian, will be available 9-5 on Saturday.

Bring a T-shirt and silk-screen your own Winter Weekend souvenir.

Activities Description

Sleigh Rides - 1 hour in length on a horsedrawn sleigh.

Cross Country Skiing - introductory skiing for the novice skier. Intermediate skiing for those who can ski, but would like more instruction. Ski orienteering for the individual who can ski and would like the challenge of skiing w/map & compass against the clock. Open skiing for those who would like to ski on their own. Night Skiing for experienced skiers.

Snow Shoeing - Introductory snowshoeing, for the person who has never tried walking on TOP of the snow. Animals in Winter, a tour of the campus area on snowshoes, studying animal tracks and habitats. Night Snow Shoeing, a night hike on snowshoes, be sure to take the introductory session in the daytime first! Make Your Own Snowshoes - how to make survival snow shoes. Make them & try them out . . .

Igloo Building - an opportunity to learn the how to's of igloo construction.

Birding - birds in winter . . . banding, identification, migration.

Pioneer Crafts - series of sessions, sign up for one or all . . . soapmaking, candle-dipping, quilting, wool process including carding, spinning & dyeing, cornhusk dolls, toy-making.

Snow Experiments - A series of experiments & experiences with snow & ice.

#1 - Snowflake & icicle Studies - how to permanently preserve a snowflake, what causes icicles. Classification, use of hand lense, microscopes. Affect of insulation.

#2 - The story of a snowdrift. What causes it, temperature readings, analysis.

#3 - It melts, it freezes. Experiments with snow & ice - includes ice cream making.

#4 - Toboggan Physics - the effects of cardboard, aluminum & cafeteria trays on the rate of speed of a tobagganer.

Potpourri - a little of all the above.

Survival - learn the perils of winter and how to survive. Include what to do for frost bit, hypothermia and how to dress properly.

Winter Camping and Survival - for the adventuresome camper interested in learning winter camping. This session starts Saturday at 1 p.m. until Sunday 8:30 a.m. including an over night camp-out & cookout. Maximum of 8 participants.

Winter Arts & Crafts - ideas for use during the snow session including snow sculptures.

Taft Tour - for those who have never been to Taft & would like to know its history as the Eagle's Nest Artist Colony & its current use as an Outdoor Teacher Education center.

Note - Registration is on a first come, first served basis. Deadline for registration is Jan. 1, 1980.

Inquiries concerning an inservice workshop of winter activities for an individual school district should be addressed to:

Dr. Malcolm Swan
Acting Chairperson
Faculty OTE
Box 299
Oregon, IL 61061
(815-732-2111)

Please Circle the Letter Of The Sessions You Would Like to Participate In.

Friday Night, February 1

5:00-7:00 Registration in the lounge at Heckman dorm.

7:00-8:30 Registration
- a. Snow Shoe Hike
- b. Night Ski
- c. Taft Tour

8:30-9:00 Munch and Mingle

9:00-11:00 Polka Party with live music in the dining hall. With a-one-and-a-two!!

Saturday Morning, February 2

Please choose one from the 8:45-12:00 session or one from the 8:45-10:15 session and one from the 10:30-12:00 session. Sleigh rides are a. 9-10, b. 10-11, c. 11-12

8:45-12:00
- d. Introduction to cross-country skiing.
- e. Ski orienteering
- f. Animals in Winter

8:45-10:15
- g. Snow experiments #1
- h. Pioneer Crafts
  - Wool Spinning
  - Candle Dipping
- i. Winter Survival
- j. Birding
- k. Igloo Building

10:30-12:00
- l. Snow experiments #2
- m. Birding
- n. Introductory snow shoeing
- o. Igloo building
- p. Pioneer Crafts
  - Soap Making
  - Quilting

12:30 LUNCH

Saturday Afternoon

Sleigh rides: a. 1-2, b. 2-3, c. 3-4

1:15-8:30 a.m. Saturday until Sunday
- d. Winter Camping, Survival Skills and Overnight Camp-out.

1:15-4:30
- e. Make Your Own Snowshoes
- f. Orienteering on Snowshoes
- g. Introductory cross-country skiing.
- h. Intermediate cross-country skiing.

1:15-2:45
- i. Winter Arts & Crafts
- j. Igloo Construction
- k. Snow Experiments #3
- l. Pioneer Crafts
  - Candle Dipping
  - Corn Husk Dolls

3-4:30
- m. Igloo Construction
- n. Snow Experiments #4
- o. Pioneer Crafts
  - Candle Dipping
  - Toy Making

5:30 DINNER

Saturday Night

7:00-8:30
- a. Night Skiing
- b. Winter Astronomy
- c. Night Snowshoe Hike
- d. Winter Arts & Crafts

9:00 SNACK
Film: Follow Me Girls

10:00 CAMPFIRE

Sunday Morning, February 3

7:00-9:00 Coffee, tea, hot chocolate, rolls @ Poley

7:00-8:30
- a. Birding
- b. Ski Tour
- c. Snowshoeing

9:00-11:00
- d. Pioneer Crafts
  - Soap Making
  - Toy Making
  - Corn Husk Dolls
  - Candle Dipping
  - Quilting
- e. Intro. Snowshoeing
- f. Introduction to cross-country skiing
- g. Intermediate cross-country skiing
- h. Birds in Winter
- i. Animals in Winter
- j. Snow Experiment Potpourri
- k. Winter Arts & Crafts

11:00 BRUNCH

WINTER

WEEKEND!!!

Outdoor Education

for the Snow

Months

Sponsored by the

Graduate Teaching Assistants

of the

Faculty of Outdoor

Teacher Education

Lorado Taft Field Campus

Northern Illinois University

Oregon, Illinois 61061

February 1, 2, 3, 1980

Persons who enroll in the "Winter Week-end" for credit must:

1. Attend each session you signed up for.

2. Write a brief evaluative critique of each session that deals with the session's (a) substance, and (b) instructional techniques.

3. Select one of these options (before the Winter-Weekend begins)

   a. Read Wandering Through Winter, by Edwin Way Teale, copies in Taft library.

   b. Write a paper that deals with some aspect of using the outdoors in the winter to meet educational objectives.

   c. Develop a teaching unit (including a collection of lesson plans and background materials) usable in the winter months when teaching outdoors. This unit should "fit" the person's current teaching assignment.

   d. Take 3-4 field trips with a class at your school outside utilizing knowledge gained at workshop. Write up evaluative summary of activities.

January 11, 1980

We were surprised at the large number of applicants for the Winter Weekend and are sorry that some of you will be unable to participate this year. Hopefully there will be a 1981 Winter Weekend at Taft.

☐ - Your application was on time and accepted.

☐ - Unfortunately, your application materials arrived too late and the workshop is filled. (Check(s) enclosed)

☐ - Your check for $30.00 was received.

☐ - Your check covering credit fees was received.

☐ - You are registered for the workshop but we did not receive your complete course choice form. Enclosed is another form for you to complete.

Additional Information:

1. People not yet signed up for credit may do so during workshop registration and check in.

2. Bedding will not be provided - you will need to bring a pillow case and a sleeping bag or blankets and sheets.

3. Also enclosed are requirements for receiving credit for the workshop. Dr. Malcolm Swan will supervise requirements.

4. A list of workshop participants is enclosed.

5. Don't forget! If you would like to have a silk screened tee-shirt as a souvenior of the weekend, bring a plain tee-shirt.

--The dates again are Feb. 1-3. See you then.

(Think Snow)

Lorado Taft Field Campus
Box 299
Oregon, IL 61061

January 21, 1980

Dear Workshop Participant:

The 1980 Winter Weekend at Taft is not far off. The Graduate Assistants are eagerly awaiting your arrival.

We haven't seen much in the way of snow, but the odds are still in our favor. Snow or no snow, the Weekend is on and there is an alternative schedule (just in case).

So that you may be thinking about it, the following activities will replace those that depend upon snow if it does not materialize:

Winter Awareness
Stump Scouting
Winter Tree Identification
New Games
Ropes Course and Initiatives
Log Cabin Construction
Ice Sculpture
Weeds in Winter
Water and Ice Studies
Taxidermy

Some activities that will go on as planned include orienteering, winter camping, making your own snowshoes, winter arts and crafts, and night hikes. There will be time Friday evening to rework your schedule, if need be.

Looking forward to having you join us for an exciting winter learning experience. See you February 1-3.

(THINK SNOW!)

January 22, 1980

TO: Faculty of Outdoor Teacher Education

FROM: Winter Weekend Committee

We will be setting up a publications room for the Winter Weekend participants which will include displays of books, curriculum materials and miscellaneous publications. It will also have many free hand-outs on winter activities available. If you have anything in this area in your files that you would like to clear out in a useful manner, we would be more than happy to add it to our hand-outs. These are being stored on the table in the Audio-Visual Room downstairs under the Main Office.

Attached is a schedule of activities (yes, we're still hopeful for a good snowfall). Again, we welcome you to join us for any or all of the Weekend plans.

Hope to see you there Feb. 1 - 3.

(THINK SNOW)

Winter Weekend Evaluation

Male _____ Age _____ If teacher what grade

Female _____ Type of employment _____ level _____

Special subject area _____

1. Why did you come to the Winter Weekend?

2. Did you learn what you wanted to learn?

3. Should the weekend be repeated?

4. If it is repeated, should there be changes?

Below the various activities are listed. Put a check mark in front of the activities you participated in. Cross out those activities that you think should not be repeated.

___ Snow shoe hike night

___ Night ski

___ Taft tour

___ Intro. x-country ski

___ Ski orienteering

___ Animals in winter

___ Snow experiments #1

___ " " #2

___ " " #3

___ " " #4

___ Winter arts & crafts

___ Pioneer crafts

___ Winter survival

___ Birding

___ Igloo building

___ Intro. snow shoeing

___ Winter camping overnight

___ Making snowshoes

___ Snowshoe orienteering

___ Inter x-country ski

___ Winter astronomy

___ Snow experiment potpourri

Are there any other activities that you think should be included in the weekend?

_____ _____ _____

_____ _____ _____

5. Assuming the winter weekend should be repeated what changes should be made in the organization of the winter weekend?

1. pre-weekend mail registration

2. over-all format of winter weekend

3. night social activities

Any additional comments or suggestions?

Credit Participants

1. If Winter Weekend is offered again should credit be offered?

2. Were the requirements for credit applicable to the information received from the winter weekend?

   If not, how could requirements be made more suitable.

3. Should some sessions be manatory for people taking winter weekend for credit?

   If so, which ones

   If not, why not

4. If weekend is repeated do you feel there should be a change in course requirements suggestions?

Any other additional comments:

2. **Committee Materials:**

A meeting agenda

Working schedules; both snow and alternative plan

Winter Weekend

The winter weekend steering committee has farther broken itself down into smaller units to try and facilitate organization. If you have any particular concerns or suggestions or want to help in any of these areas see the people involved or Bill and I.

Publicity Committee: Bill & Steve

Registration: Joanne, Deb L., Deb W.

Equipment: Steve & Bill

Housing/food service & maintenance requests: Deb. L. & Deb W.

Organization & Scheduling: Stan

Publications (handouts): Sally

Media room: Deb L. (Jan)

Budget: Joanne & Ramona

Evaluation: Deb W.

We need a volunteer to be in charge of making sure we have materials for arts & crafts as well as getting supplies for the warm-up room (hot chocolate, coffee, etc.)

If anyone wants to help in any of these areas just say so!

Deb W.

SNOW PLAN

FRIDAY NIGHT

5:00-7:00	Registration (Heckman)	Sally, Deb W. Joanne, Deb L.
7:00-8:30	Registration	Tim, Shelley
	21 Snow shoe Hike (Eagles Nest)	Joanne
	21 Ski Tour (Eagles Nest)	Deb L., Libby
	14 Taft Tour (Heckman)	Sally
8:00	Set up munch & Mingle (dining hall)	Deb W.
8:30-9:00	Munch & Mingle (Dining Hall)	Steve, Tim
9:00-11:00	Polka Party (Dining Hall)	Fig & Pete

This is the Snow Schedule. It is subject to change.

SATURDAY MORNING

7:30 -	Hoppers	Shelley, Bill Jim, Deb L.
8:00	Breakfast	
8:45-12:00	Intro. x-country ski	Bill, Shelly
	25 (Eagles Nest)	
	10 Ski-orienteering (Rockview)	
9:00-10:00	Sleigh Ride 6	
11012	" " 3	
8:45-10:15	Snow Exp. #1 10 (Lab) w/snow lady	Tim, Deb W.
	9 Pioneer crafts (cabin)	Linda
	19 Winter Survival (Taft)	Deb.E.
	4 Birding (Poley Porch)	Sally
	13 ice sculpture (Dining Hall)	Libby, Joanne
	Silk Screening	Tim, Jeff
10:30-12	5 Snow exp #2 (Lab)	Mary
	33 Intro. Snow Shoe (Rockview)	Jim, Jeff
	7 Ice sculpture (Dining Hall)	Linda
	5 Pioneer Crafts (Heckman)	Libby
11:30	Hoppers	Jeff, Bill Ann, Joanne

SATURDAY AFTERNOON

1:15-8:30 a.m. -	overnite camping (8) (Rockview)	Bill
1:00-2:00	(4) (outside park)	Jeff
3:00-4:00	(14) (Outside park)	Stan
1:15-4:30	Make own snow shoes (28) (Poley)	Shelley Joanne
	Intro x-country skiing (11)	Jim
	Inter x-country skiing (19) (eagles Nest)	Steve
1:15-2:45	Arts & Crafts 9 Craft Shop	Mary
	Ice Sculpture 11 (Dining Hall)	Deb W.
	Snow experiments #3 (Lab)	Stan
3:00-4:30	Ice Sculpture (8) (Dining Hall)	Linda
	Snow exp. #4 (13) (Lab)	Libby, Deb
5:00 p.m. -	Hoppers - Jeff, Mary, Libby, Tim (GA's move tables after supper)	
7:00-8:30	Night Ski (17) (Eagles Nest)	Joanne, Steve
	Winter Astron (31) (Dining Hall)	Deb & Deb
	Night Snowshoe (15) (Rockview)	Stan
	Arts & Crafts (22) (Craft Shop)	Tim & Linda
8:30-11: ?	Dance (Dining Hall)	
9:00- Snacks	----------	Tim, Deb L.
9:30 - ?	Sing along (Don G) (Poley)	

SUNDAY MORNING

7:00-9:00	Coffee & Cake (Poley)	Mary
7:00-9:00	Birding (27) (Poley Porch)	Stan, Deb. L
	(17) Ski Tour (Eagles Nest)	Steve, Bill
	Snow Shoe Tour (Rock View)	Jeff
9:00-11:00	Pioneer Crafts (28)	Tim
	Toy Making	Deb L.
	Corn Husk Dolls (Heckman)	Ramona
	Candle Dipping	Libby
	Quilting	
	Intro. to x-country ski (5) (Eagles Nest)	Deb W.
	Intro. Snow Shoe (4) (Rockview)	Jim
	Inter x-country Ski (17) (Eagles Nest)	Steve, Bill
	Winter Arts & Crafts (3) (Craft Shop)	Linda
	Animals in Winter (19) (Taft)	Sally
	Potpourri snow exp. (16) Lab	Mary
10:30 -	Hoppers - Deb L., Linda, Stan, Steve	
11:00	BRUNCH	

Evaluation

ALTERNATIVE PLAN

FRIDAY NIGHT

LITTLE BIT OF SNOW SCHEDULE

5:00-7:00	Registration (Heckman)	Deb W., Sally
7:00-8:30	Registration (Heckman)	Tim, Shelley
	Nite Hikes	Joanne, Deb L. Libby
	Taft Tour (Heckman)	Sally
	Film	(Eagles Nest)
8:00	Set up Munch & Mingle (Dining Hall)	Deb W.
8:30-9:00	Munch & Mingle (Dining Hall)	Steve, Tim
9:00-11:00	Polka Party (Dining Hall)	Fig & Pete

SATURDAY NIGHT

7:30	Hoppers	Shelley, Bill Jim, Deb L.
8:00	Breakfast	
8:45-12:00	Orienteering (Rockview)	Stan
	Log Cabin (North field)	Bill
	Ropes Course	Shelley
8:45-10:15	Snow/ice experiments (Lab)	Deb W.
	Pioneer Crafts (Cabin)	Linda
	Winter Survival (Taft)	Deb E.
	Birding (Poley Porch)	Sally
	Ice Sculpture (Dining Hall)	Libby, Joanne
	Silk Screening	Tim, Jeff
10:30-12:00	Ice Sculpture (Dining Hall)	Linda
	Pioneer Crafts	
	Snow/ice experiments	Mary
	Stump Scouting	Jeff, Tim

11:30 - Hoppers - Jeff, Bill, Joanne, Ann

LUNCH 12:00

SATURDAY AFTERNOON

- a.m.	overnite	Bill
1:15 -4:30	Make own snowshoes	Joanne
	Orienteering	Stan
1:15 -2:45	Winter awareness	Steve, Jim
1:15 -2:45	Arts & Crafts	Mary
	Ice Sculpture	Deb W.
3:00 -4:30	Snow/ice exp.	Deb L., Libby
	Ice Sculpture	Linda
	Stump Scouting	Jim
	Winter tree ID	Mary
5:00 - Hoppers -	Jeff, Mary, Libby, Tim	
5:30	Dinner (GA's set up tables)	
7:00 -8:30	Nite Hike	Joanne, Steve, Stan
	Winter Astronomy	Deb W., Deb L.
	Arts & Crafts	Tim, Linda
8:30-11:00	Dance (Jim)	
9:00	Snacks	
9:30-?	Don G. Sing along (Poley)	

SUNDAY MORNING

7:00-9:00	Coffee & Cake	Mary
7:00-9:00	Birding	Stan, Deb L.
	Morning Walk	Steve, Jeff
9:00-11:00	Winter Tree ID	Mary
	Winter Awareness	Jim
	Ropes Course	Steve, Bill
	Pioneer Crafts	Tim, Libby, Deb L., Ramona
	Snow Exp. Potpourri	Deb W.
	Animals in Winter	Sally
10:30	Hoppers - Deb L., Linda, Stan, Steve	
11:00	Brunch	

Evaluation

Bye ☺

Annotated Bibliography

Resource People:

1. Dr. Malcolm Swan - Astronomy, star study and planetary position participants viewed planets through telescope, which was set up in South Field.
2. Douglas Wade - Local environmentalist, past professor at Taft. Portable book store. Subjects ranging from prairie plants to land ethics.
3. Marty Peters - Instrumentalist, accordian and clarinet
4. John Figelwitz - Instrumentalist, accordian
5. Don Genunge - Vocal and instrumental, guitar
6. Rachelle Grunewald - Presented a lesson on snowflake preservation. She is a student at NIU.
7. Mr. Geerd Fruin - Has horses and a snow sleigh which could be used during weekend.
8. Local Paper - Oregon Republican Reporter Corp.
   126 N. 3rd, Oregon, IL 732-6166
9. Northern Star - (Student Newspaper) NIU DeKalb IL
   News, Editorial, Production, 615LT . . . 753-0101
   Business and Advertising 753-1601

Books

1. Fear, Eugene H. Surviving The Unexpected Wilderness; Emergency, Survival Education Association, Tacoma, Washington 1974.
   Basic steps in handling emergencies which can and do occur in the wilderness.
2. Fear, Eugene H. Outdoor Living, Tacoma Mountain Rescue Council, Tacoma, Washington 1970.
   A Winter survival manual for backpackers.
3. Jensen, Clayne Winter Touring, Burgess Publishing Co. Minneapolis Minn. 1977.
   Starts out with basics in cross-country skiing. Includes preparations for cross-country ski touring trips.
4. Olsen, Larry D. Outdoor Survival Skills, Provo, Utah: Extension Publications Division of Continuing Education, Bringham Young University, 1967.
   This books details necessary survival skills for Winter camping.
5. Osgood and Hurley The Snowshoe Book, The Stephen Green Press, Brattleboro, Vermong 1975.
   Content deals with basics in snowshoeing; varieties, construction of, and use of snowshoes.

Booklets:

1. Come Fly With Me - E. Prue and J. Warner of the Halton Roman Catholic Separate School Board.
   An environmental studies unit for primary. Deals mainly with bird studies and activities.

2. Local Ecology Project-WINTER - The University of Iowa, in cooperation with area education agencies supported by the National Science Foundation. The University of Iowa, Iowa Assistant, Science Education Center, Iowa City, Iowa 52242.
A Winter Unit, which involves many phases of winter activity; activities range from winter survival to animals in winter to a potpourri of winter ideas.

3. PIJI, Ice and Snow - Educational Resource Center, 802 Drury Lane, Burlington, Ontario.
Consists of detailed experiments with snow and ice. Most of the experiments are written on the intermediate level, but can be adapted to other age levels.

4. Snowshoeing - James Galway, Out of School Learning, 156 Ann Street, Belleville, IL.
Covers fundamentals and basics to the art of snow shoeing.

5. Snow Ideas - Board of Education for the Borough of North York Outdoor Education Department.
Presents various activities and ideas with snow, for grades K-12.

6. Tracks in the Snow - Larry E. Schafer, Associate Professor, Department of Science Teaching, Syracuse University, Syracuse, NY.
Presents basics to the science of animal tracking, also includes ways to identify tracks.

7. Winter Eskimo Games - Compiled by Jim Belford, Faculty of Education University of Manitoba.
Begins with the history of the eskimo games. Includes illustrations and directions for eskimo games presented.

8. Snow Business - Frederico, Gough, and Rempfer.
Includes a variety of activities geared for elementary children ranging from weather studies to painting snow.

Magazine Articles:

1. "Winter Backpacking - How to Get Started" John A. Danielson, Backpacker, February, 1976 Volume 4, Number 1.
The article presents basics steps in preparing a winter backpacking trip.

2. "Teaching In The Cold" Alan Ewert, OFF BELAY, December 1979.
The article makes teacher aware of various problems that people can encounter in the cold, due to exposure, for example: hypothermia or frostbite.

Pamphlets:

1. For the Winter-Mountaineer

2. Wilderness Tips — The Adirondack Mountain Club Inc.
172 Ridge St. Olen Falls, NY
(518) 793-7737

The pamphlets contain helpful ideas for preparation of winter camping.

Energy Simulator - Available through: Ed Brattrud, DeKalb Program Services Team 753-0261.
Computer calibrated to current energy levels that Americans use on daily basis as opposed to what is available. Object is to try to balance use and source so there will be resources in the future.

Equipment Rentals:

A. For exhibition and demonstration:

Venture Forth - A wilderness outfitting and equipment store in DeKalb, IL. John Traynor, dealer.
They offered Winter apparel such as: wool pants, sweaters, rain pants, sleeping bags, etc.
Venture Forth also gave a 15% discount on goods to all Winter Weekend participants.

B. For use:

Off Campus Recreation - An organization which is part of Northern Illinois University. Betty Montgomery, Director. George Radar, Manager of Equipment. 753-0231.

40	pr. skis, poles, and boots	120.00
2	toboggans	6.00
1	optimus 111B stove	.60
1	peakone stove	.50
1	2man-timberline tent	.75
1	3man-timberline tent	1.00
1	cascade tent	1.25
3	frame packs	1.50
8	winter bags	16.00
8	ensolite pads	.80
		$148.40